

## Information You May Need to Apply for This Vacancy

- You must apply for this position using the web-based GAO Careers system. **To apply, click here: ([www.gao.gov](http://www.gao.gov))**
- U.S. citizenship required.
- GAO is an equal opportunity employer.

### Supplemental Information

- Applicants who are claiming veterans preference should submit
  - Form DD 214 for 5 and 10 point claims;
  - Form SF-15, Application for 10-Point Veterans Preference; and
  - proof as required by the form.
- Applicants who are qualifying based on education or who need to submit transcripts to show satisfaction of education requirements for a position: should claim degrees that will be awarded by the time of appointment, usually within 9 months of the date of application.
  - Doctoral students who have completed all coursework requirements and are in the dissertation process should claim all-but-dissertation status (ABD) if the degree is not expected by the time of appointment.
- All required supplemental information must be provided within 5 days of the date you complete the application and no later than 5 days after the closing date of the announcement.
- Transcripts and forms supporting claims for veterans' preference should be delivered to the Recruitment and Employment office by email, by FAX, or online.

NOTE: Because of increased security measures, information sent through the U.S. mail may not arrive by the closing date of the announcement. Therefore, applicants are encouraged to submit supplemental information by one of the following means:

- **E-mail:** Send supplemental information to [recruit@gao.gov](mailto:recruit@gao.gov) and put the announcement number on the subject line.
- **FAX:** Send supplemental information to (202) 512-2539 and put the announcement number in the subject or attention area.
- **Online:** As part of your online application in GAO Careers, paste an electronic file of the supplemental information into the text box provided.

### Additional Application Information

- **Applications must be completed in GAO Careers by midnight, U. S. Eastern time, on the closing date of the announcement.**
- Please do not send material that is not requested as part of the application package. These items will not be forwarded to the selecting official.
- Application material will not be returned.
- Incomplete applications will not be considered.

- All information submitted is subject to verification.

### **Other Information**

- GAO offers a full range of federal employment benefits, including paid sick and vacation leave, health and life insurance, the Thrift Savings Plan, and flexible work hours.
- Eligible veterans are provided preference.
- On-site childcare and an employee fitness center are available in the GAO headquarters building.
- The office environment is smoke-free.
- Relocation expenses will not be paid.
- Local and/or overnight travel for work or training may be required in this position.
- For qualified applicants or employees with disabilities, reasonable accommodation determinations will be made on a case-by-case basis. If you need a reasonable accommodation for any part of the application or hiring process, please email us at [recruit@gao.gov](mailto:recruit@gao.gov) or call (202) 512-4900, TDD (202) 512-4320.
- Status applicants may be referred separately.

### **About New Appointees to the Federal Service**

- All male appointees born after December 31, 1959, must certify their Selective Service registration status.
- New appointees must identify a financial institution for direct deposit of pay.
- A trial period is generally required.
- A full background investigation is generally required.

Visit our Web site, [www.gao.gov](http://www.gao.gov), for more information about GAO.

For additional information about application procedures please email us at [recruit@gao.gov](mailto:recruit@gao.gov) or you may call us at (202) 512-6092 or TDD 202-512-4320. Outside of the Washington, D.C., metropolitan area, 1 (800) WORK GAO (967-5426).